Information Technology Applications I & II

2023-24

Instructor information

Instructor

Jennifer Critel

Email

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Phone

(308)346-4150 (School)
Best time to contact: 9 a.m. – 9:40 a.m.
3:30 p.m. – 4 p.m.

General information

Description

Students will explore emerging technologies as it applies to their success for high school, college, and career. The focus will be on advanced document processing, professional presentations, and intermediate spreadsheet and database applications used personally and professionally. Microsoft Office 2021 will be utilized.

Expectations

1. BE RESPECTFUL
   - Treat others the way you want to be treated.
   - Use good manners and appropriate language.
   - Follow directions.
   - Respect school property.
   - Use active listening.

2. BE RESPONSIBLE
   - Be on time and stay on task.
   - Cell phones are to be turned in the phone zone at the start of class and may be picked up at the end of class.
   - All student materials should be kept in student lockers, not in the desks/classroom
   - Be prepared for class.
   - Complete all assignments.
   - Assignments that are turned in late will lose points. If an absence is excused, three school days will be allowed to make up the assignment. If an assignment is not turned in the week it was assigned, the student will be required to report for encore.

Course materials

Required materials

All materials will be provided.

Optional materials

Blue or black pen/Pencil

Required text

Cengage Illustrated Series Microsoft 365 Office 2021 Introductory, David W. Beskeen, Carol Cram, Jennifer Duffy, Lisa Friedrichsen, Lynn Wermers

Course Outline

Word 2021 –
- Creating Documents with Word
- Editing and Formatting Documents
- Formatting Text and Graphics
- Test Out – Practice for Certification
- Microsoft Office Specialist Certification Testing

Excel 2021-
- Getting Started with Excel
- Formatting a Worksheet
- Analyzing Data Using Formulas
- Working with Charts
- Microsoft Office Specialist Certification Testing

Access 2021 -
- Getting Started with Access
- Building Tables and Relationships
- Creating Queries
- Working with Forms and Reports

Computer Science – Code.org

Powerpoint 2021-
- Creating a Presentation in Powerpoint
- Modifying a Presentation
- Inserting Objects into a Presentation
- Test Out – Practice for Certification
- Microsoft Office Specialist Certification Testing

Grading

Information **Technology** Applications I & II	Daily Assignments	5 - 50 points
	Tests	100 points
	Microsoft Office Certification	25 points

Student's Points/ Points Possible = Final Grade

A 96-100
A- 94-95
B+ 92-93
B 88-91
B- 86-87
C+ 84-85
C 80-83
C- 78-79
D+ 76-77
D 72-75
D- 70-71
F 69 and Below